

OTR's Guide for Training Officers

I. Foreword

- A. OTR's Charter (Ref: [REDACTED])
- B. Philosophy of training
- C. Position of the Training Officer in relation to the training goal and activities of the Agency
- D. Training Programs

STATINTL

II. Contents

III. The Training Officer

- A. Duties
- B. Records
- C. Meetings
- D. Relation to the Registrar Staff

IV. Training Regulations and Notices

- A. Agency
- B. Internal OTR that pertain
- C. Notices that are pertinent to execution of Training Officer's functions

V. Publications

A. Types

- 1. Informational
 - a. Catalog
 - b. Schedule
 - c. OTR Bulletin
 - d. Special Bulletin
- 2. Substantive
- 3. Dissemination
 - a. Headquarters
 - b. Overseas

B. Relation to Agency Publications Board

VI. Internal Courses

A. Admissions

- 1. Procedures
 - a. Submission of Form 73
 - b. General activity of Registration Section
- 2. Prerequisites
 - a. Assignments
 - b. Tests

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- 3. Changes
 - a. Schedule
 - b. Withdrawals
- 4. Accreditation
 - a. Complete
 - b. Incomplete
- 5. Evaluations - Procedures
- 6. Records
 - a. Machine Runs
 - (1) General
 - (2) Specific
 - b. Course Rosters
 - c. Course Schedules
- 7. Reports - Required of OIR

VII. External Courses

- A. Catalog collection
- B. Approved facilities
- C. Approved programs
 - 1. Approval
 - 2. Action
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 - b. Cover
 - c. Records
 - d. Liaison
- E. Annual training requirements

VIII. Component Training

- A. Responsibility of OIR
- B. Organization and Approval
- C. Availability to all Agency personnel
- D. Enrollment procedures
- E. Agency Training Record

IX. Language Development Program

- A. Philosophy
- B. Regulatory Issuances
- C. Language courses
- D. Testing
- E. Awards - Procedures in adjudication

X. Glossary of Training Terminology: Words common to training programs and procedures

XI. Samples of Forms

XII. Catalog Text

XIII. Schedule (Current)

XIV. Organization of OTR with Functions and Responsibilities of Principal Interest to Training Officers

A. Chart diagraming the Executive, Staffs, and Schools

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1. Plans and Policy Staff

- a. Functions
- b. Instructional improvement, Instructor's Guide

2. Registrar Staff

- a. Branches
- b. Functions

3. Support Staff

- a. Graphics: Functions; Training Aids
- b. Film Production: General activity
 - (1) Available Films
 - (2) Participation of Agency personnel

4. Assessment and Evaluation Staff: Branches

- a. Functions
- b. Testing: PETB, FLATB, CATB, CETB
- c. Evaluations

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1. Intelligence School: Functions; Faculties; Location; Courses; General

2. School of International Communism and the U.S.S.R.: Functions; Faculties; Location; Courses; General

3. Language and Area School: Functions; Location; Courses, including VLTP; General

4. Operations School

- a. Headquarters: Functions; Faculties; Location; Courses; General
- b. Base: Courses; Prerequisites to attendance; Briefing - Security, Travel, Communication
- c. Covert: General activity

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